



CEDAR PARK

Development Services Intake

450 Cypress Creek Road, Building 2

Cedar Park, TX 78613

Office: 512-401-5100

Fax: 512-258-1471

VR

VARIANCE (BOARD OF ADJUSTMENTS)

APPLICATION & CHECKLIST

APPLICATION COMPLETENESS CERTIFICATION All are required unless not applicable

PROVIDED

applicant
must check

All plans and supporting documents shall be uploaded in My Permit Now in PDF format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.

☐

Completed and Signed Application/Checklist

☐

All required materials completed and uploaded to www.mygovernmentonline.org

☐

Letter to Board of Adjustment signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.

☐

An Excel Spreadsheet of labels containing property owners and their mailing address along with property ID numbers for property located within 200 feet of boundaries of the subject property. Also include a location map and key showing the notification boundaries and numbered key listing the names and property ID. Also provide electronic version of the property owner list in WORD format.

☐

Site Plan or Plot Plan of property including north arrow, scale, dimensions, setbacks, property lines, easements, right-of-way, adjacent streets, and any other information to assist in consideration of request.

☐

Photographs and/or drawings to support request

☐

Tax Certificates

☐

Additional support information

☐

REQUIRED
DOCUMENTS

APPLICANT NAME: _____ **SIGNATURE:** _____

By signing this I am acknowledging all required documents are provided in this submittal.



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INSTRUCTIONS

» Current applications and city ordinances are located on the City's website (www.cedarparktexas.gov)

SUBMITTAL REQUIREMENTS

All required materials completed and uploaded to www.mygovernmentonline.org

- ☐ Uploaded plans in PDF format merged/combined together, using an Arial font with a minimum resolution of 300 dpi, pages shall be bookmarked with the title of each page.
- ☐ A completed Application & Checklist Form with the owner's original signature uploaded to www.mygovernmentonline.org
- ☐ A letter to Board of Adjustment signed by owner in which written appeal states all facts and circumstances making a variance or special exception necessary.
- ☐ An Excel Spreadsheet of labels containing property owners and their mailing address along with property ID numbers for property located within 200 feet of boundaries of the subject property. Also include a location map and key showing the notification boundaries and numbered key listing the names and Property ID. Also provide electronic version of the property list in WORD format.
- ☐ Number of property owners to be notified: _____
- ☐ A fee of \$3.00 per property owner as listed in item 2 must be included with the filing fee. The requested property owner listing should be obtained from the Williamson Central Appraisal District (WCAD.org or traviscad.org).
- ☐ Site plan.
- ☐ Application fee and Professional fee
- ☐ Tax Certificates
- ☐ Additional support information

FEE SUMMARY

May be paid online once the submittal has been accepted. Fees must be paid prior to review.

Property Owner Notification plus,	\$ _____
Application Fee: \$200.00 plus,	\$ _____
Professional Fee: \$200.00 non-refundable base professional recovery fee*	\$ _____

TOTAL FEE (due at the time of application)*

*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1)

\$ _____



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PROJECT NAME: _____

OWNER INFORMATION

Name of Property Owner(s): _____

If the property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.

Address: _____

Phone: _____ Cell: _____ Email: _____

I hereby request that my property, as described above, be considered for rezoning:

Owner's Signature: _____ Date: _____

NATURE OF REQUEST

The above named applicant hereby requests a variance from the following portion of the City of Cedar Park Code of Ordinances:

Chapter: _____

Section: _____

Current Zoning of Property: _____

Legal description: _____

Brief explanation of request: _____

AGENT/APPLICANT INFORMATION

If an agent/applicant is representing the owner of the property, please complete the following information:

Agent/Applicant's Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Cell: _____

Email Address: _____

I hereby authorize the person named above to act as my agent/applicant in processing this application before the Board of Adjustments of the City of Cedar Park:

Owner's Signature: _____ Date: _____

I hereby certify that the above information provided to the City of Cedar Park is true and accurate and that i am the owner of the above described property.

OWNERS SIGNATURE: _____ **DATE:** _____